

SAMPLE RESPONSE EVALUATION SCORECARD

Before giving to reviewers the Procurement Team Leader should enter each evaluation criteria to be scored in first column and indicate the priority level under the “multiplier” column. The evaluation criteria with the highest priority will have the highest multiplier, e.g., “x 10” and the lowest priority criteria will have the lowest multiplier, e.g., “x 1”. Multiply the multiplier by “5” to obtain the highest number of points for each criteria (since “5” is the highest score).

Reviewers must check one score (0-5) for each criteria. Multiplying the marked score by the multiplier will result in the total points awarded for that criteria.

NAME OF BIDDER: RFR TITLE: NAME OF REVIEWER:	<i>Score Unsatisfactory 0 pts</i>	<i>Score Satisfactory 1 pt</i>	<i>Score Good 2 pts</i>	<i>Score Very Good 3 pts</i>	<i>Score Excellent 4 pts</i>	<i>Score Outstanding 5 pts</i>	Multiplier	Points Awarded (mark score from (0-5 and multiply by multiplier)	Maximum Points Available (5 x multiplier)
<i>EVALUATION CRITERIA LISTING</i>									
EXAMPLE - 1						XX	(x 5)	25	25
EXAMPLE - 2				XX			(x 2)	6	10
EXAMPLE - 3			XX				(x 1)	2	5
1.							(x __)		
2.							(x __)		
3.							(x __)		
4.							(x __)		
5.							(x __)		
6.							(x __)		
7.							(x __)		
8.							(x __)		
9.							(x __)		
10.							(x __)		
Comments on individual score selections or general comments during review of response:									